

1988 ASPIRA STAFF TRAINING

SEPTEMBER 6, - SEPTEMBER 16, 1988

September 6, 1988

9:00 - 9:30 - Welcoming and Introduction  
9:30 - 11:30 - Mission of ASPIRA  
11:30 - 12:30 - Lunch  
12:30 - 2:30 - 1988-89 Goals and Objectives  
2:30 - 3:00 - Evaluations

September 7, 1988

9:30 - 12:00 - Database Update  
12:00 - 1:00 - Lunch  
1:00 - 4:00 - Database Input  
4:00 - 4:30 - Evaluations

September 8, 1988

9:30 - 10:30 - ~~Time Management~~ *Conflict Resolution*  
10:30 - 11:30 - Personnel Policies  
11:30 - 12:30 - Lunch  
12:30 - 2:00 - Documentation Procedures  
2:00 - 2:30 - Evaluations

September 9, 1988

9:30 - 11:30 - Cultural Awareness with Dr. Abalos (*Samuel Delano Torpe*)  
11:30 - 1:00 - Lunch and cash checks  
1:00 - 2:30 - Motivating Puerto Rican/Hispanic Youth  
2:30 - 4:00 - Cultural Awareness with Hector Bonilla  
4:00 - 4:30 - Evaluations

September 12, 1988

(Staff Training to be held at Caldwell College. Transportation and lunch will be provided by Caldwell College.)

9:00 - Van Pick-up (make sure that you are at the ASPIRA office by 9:00 am.)  
9:30 - Arrival  
9:45 - 12:30 - E.O.F.  
Financial Aid Workshop  
College Admissions Process  
12:30 - 1:30 - Lunch  
1:30 - 3:15 - Club Organizing and Motivation  
3:15 - 3:30 - Evaluation and Departure

September 13, 1988

9:30 - 12:00 - Recruitment Strategies  
12:00 - 12:30 - Evaluations

September 14, 1988 - Tentative

10:00 - 12:00 - Students' Legal Rights  
12:00 - 12:30 - Evaluations

September 16, 1988

Staff Training will be held at Jersey City State College. Staff who need transportation to Jersey City State College should be at the ASPIRA office no later than 9:00 am. Jersey City State will provide breakfast as well as lunch.

10:00 - 11:00 - Career Planning and Placement  
11:00 - 12:00 - Admissions Practices and Procedures  
          "The State College System"  
12:00 - 1:00 - Lunch  
1:00 - 2:00 - Counseling/Retention  
          Dropout Prevention  
          Project Learn  
2:00 - 3:00 - Test Taking Skills  
3:00 - 3:30 - Evaluations